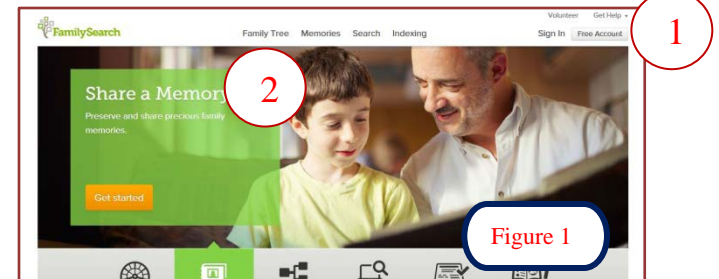


# Family Tree Resource Guide

## Family Tree Resource Guide

This Guide will walk you through the Basic steps to learning Family Search. If you still have any questions please contact your local Family History Center.

1. Log into [Familysearch](#) (see Starting your Family Tree)(1-2 see figure 1)
2. When you log in you will be directed to the Home page.  
Click on “**Family Tree**” to be redirected to your Family Tree.



3. There are 4 views of the “**Family Tree**” available: You will appear in the main position.(see figure 2)

**Landscape** View is the Default View.



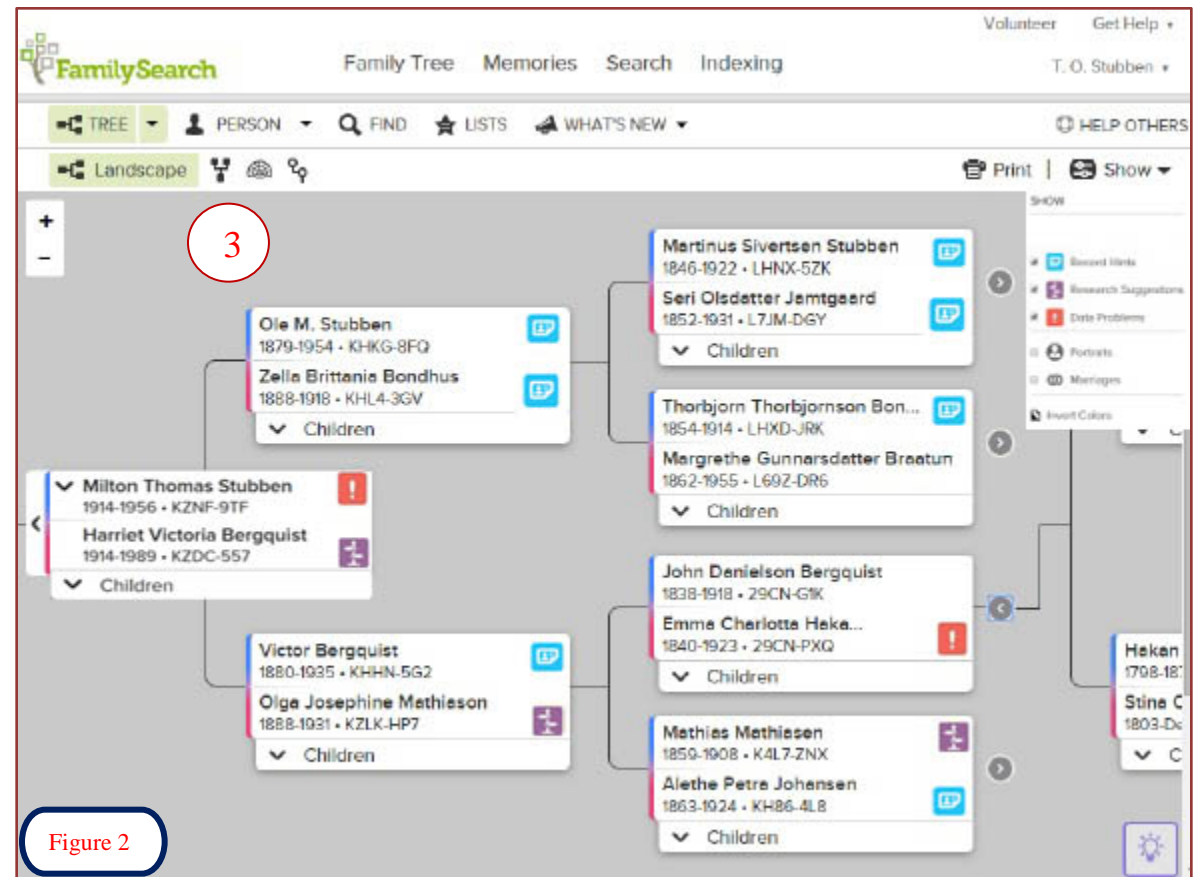
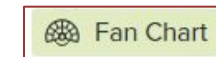
**Portrait** View helps you connect to your Ancestors and makes them more real.



**Descendancy** View makes it easy to see Ancestors in your family who need information corrected or added.



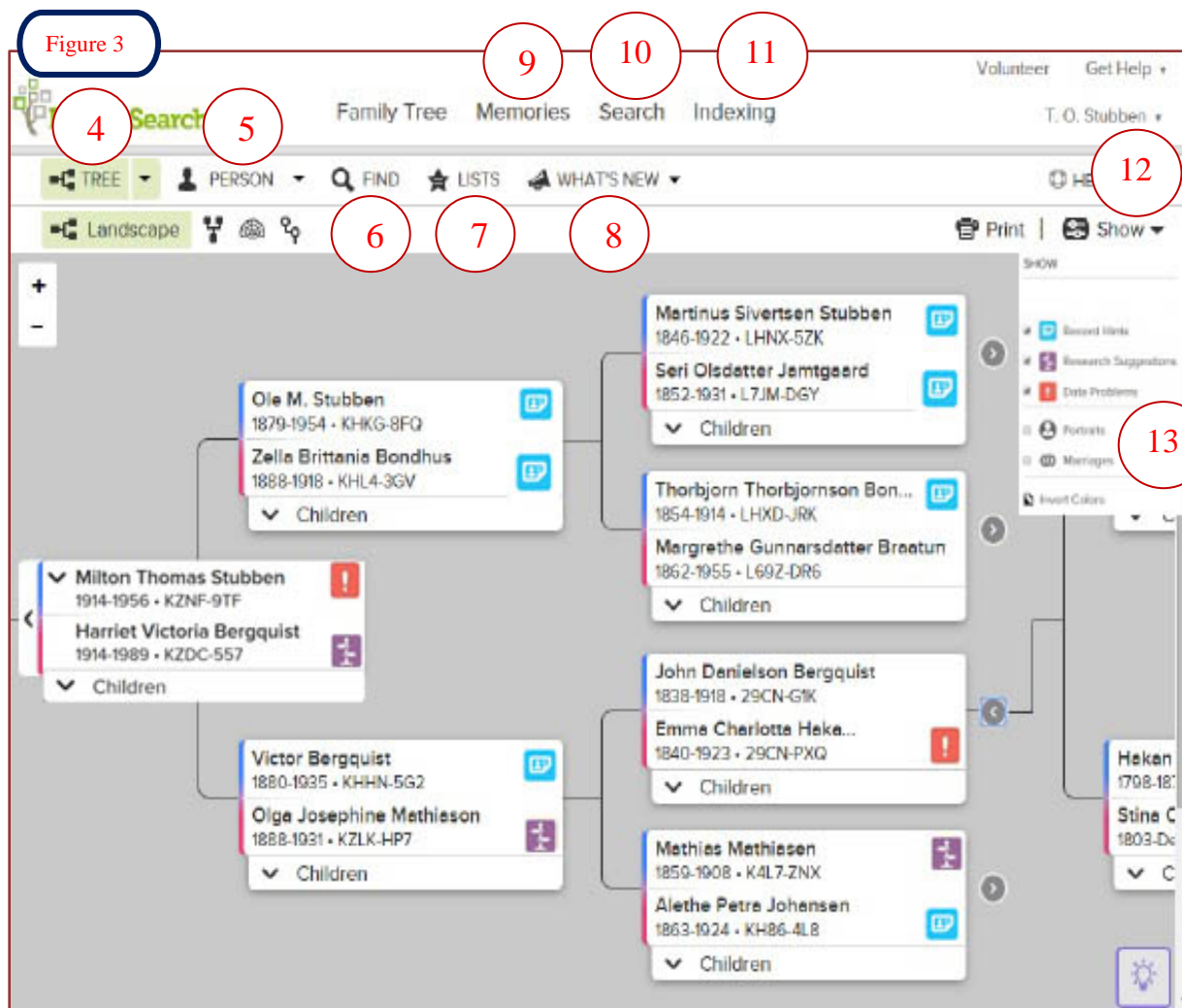
**Fan Chart** View makes it easy to see where you could add more generations to your Family Tree.



# Family Tree Resource Guide





The next few tabs inform you of ways to move around the Familysearch Program. If you have any questions please feel free to contact your local Family History Center or Family History Consultants. (4-13 see figure 3)

4. Click **“Tree”** drop down arrow to view the Tree of that person
5. Click **“Person”** drop down arrow to view the details page for any individual in your history list.
6. Click **“Find”** to find an Ancestor by name or ID number (see *Person’s Summary Card on page 3 for more information*) .
7. Click **“List”** to view list of those in your watch list.
8. Click **“What’s New”** for recent changes in Familysearch.
9. Click **“Memories”** to add Photos, Stories, Documents, Audio Clips, People (view those added by you, Tree or All).
10. Click **“Search”** to search the Records, Genealogies, Catalog, Books or Wiki available on [Familysearch.org](http://Familysearch.org).
11. Click **“Indexing”** for information on Familysearch Indexing.
12. Click **“Show”** drop down to see what the icons represent. Select/Deselect which to show.
13. Selecting **“Portraits”** will include a photo (if available) in the couple box and **“Marriage”** provides marriage information (both are not selected in this example).



# Family Tree Resource Guide

(14-16 See figure 4)

14. The  's indicate multiple spouse or multiple parents. It is a decision point. Click to open the list and choose which lineage to display.
15. Click the " **Children**" to see a list of the couple's children.
16. Click a  right pointing arrow to expand the tree.  
Click a  left pointing arrow to collapse it. Expanding a different line will collapse the other expanded one.
17. "**Click Tips**" to get help on the page that is open. (see figure 5)

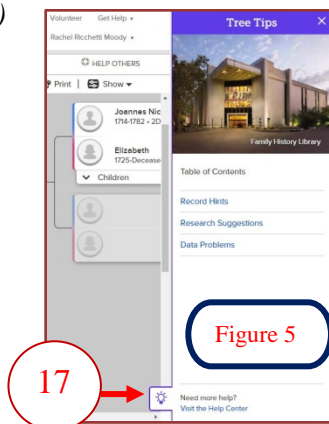


Figure 5

## Person's Summary Card (1-4 see figure 6)

1. Member ID Number is how they are logged into Familysearch database.
2. Click on any name link in the tree or "**Details Page**" to view their summary card.
3. Click "**Watch/Unwatch**" to be notified of changes to your Ancestors records.
4. Click "**Tree**" to move your Ancestor to the main position in the Tree.
5. Click "**Person**" for their "**Details Page**".

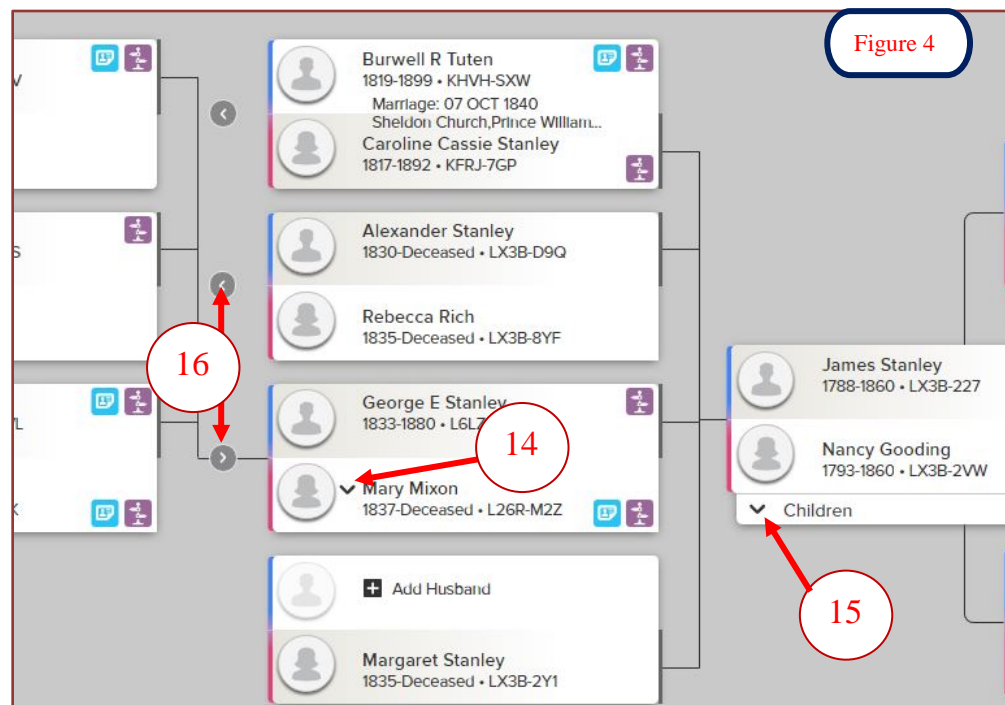


Figure 4

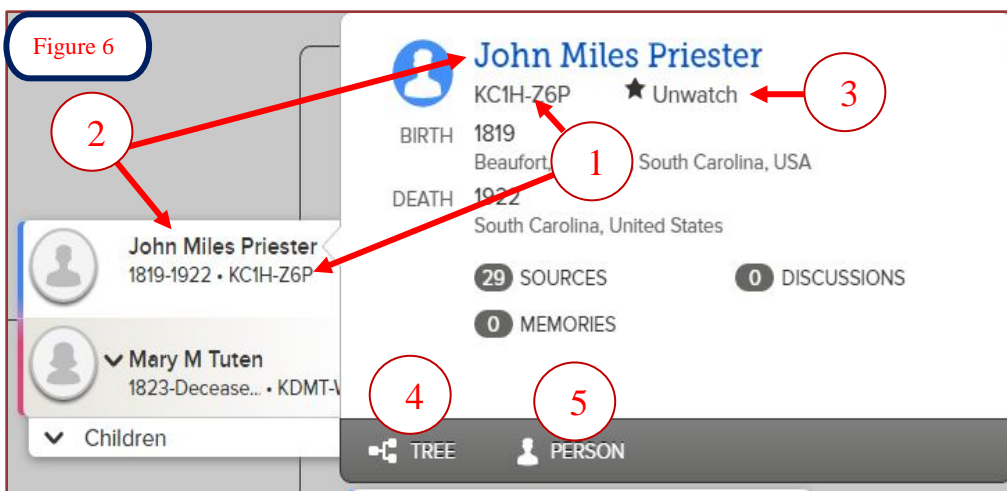




Figure 6

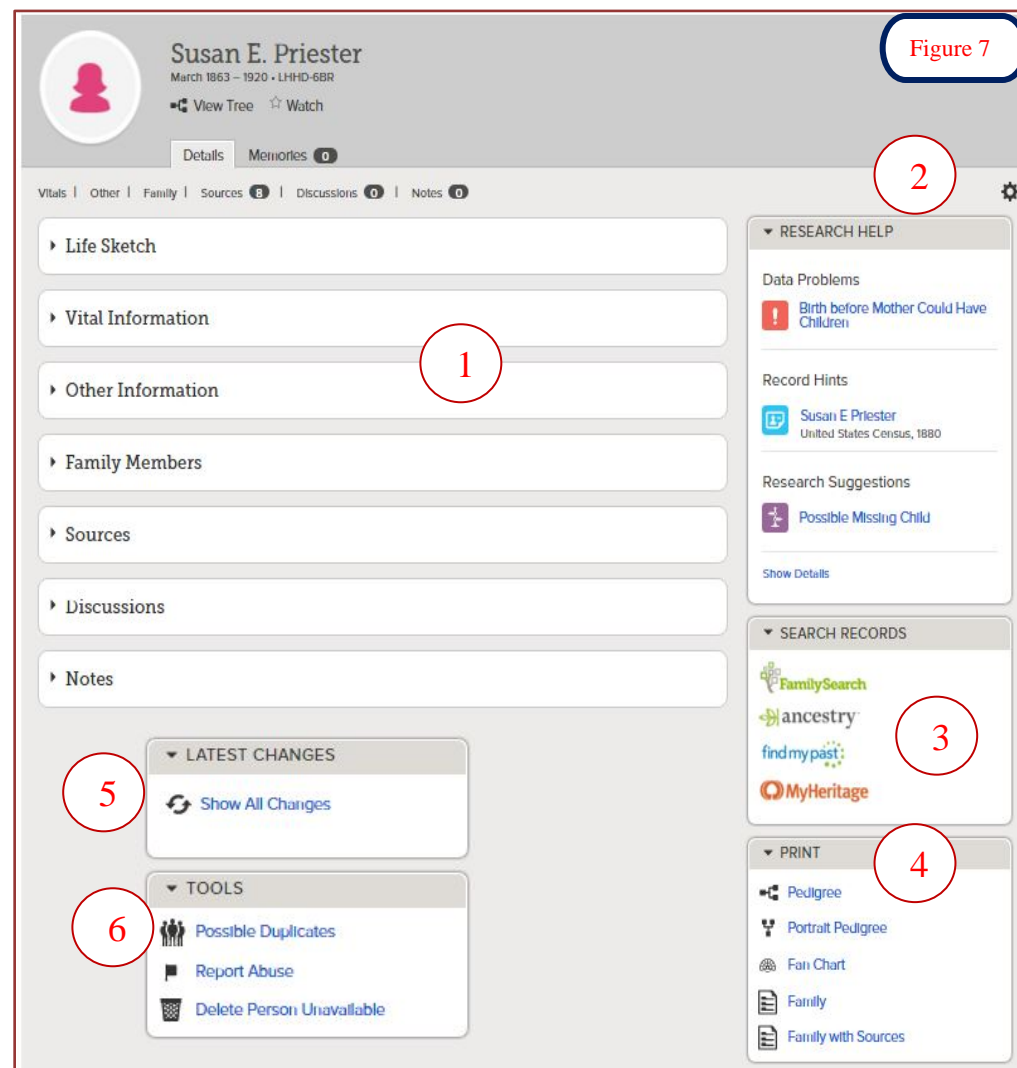
# Family Tree Resource Guide

## Ancestor's Details Page (1-6 see figure 7)

**Vital Information** and **“Memories”** for your Ancestors are located on this page.

Click  on any category to view available details of your Ancestors. Click  to collapse the category.

1. This area holds all the information on your Ancestors.
2. The **“Research Help”** section contains Record Hints. Be sure to click **“Show Details”** to see all the hints for a complete list of possible sources.
3. **“Search Records”** section click **“FamilySearch”**, **“Ancestry,”** **“findmypast,”** or **“MyHeritage”** for even more potential available records.
4. **“Print”** a Pedigree, Portrait Pedigree, or Fan Chart or a Family Group Sheet with or without sources.
5. Click **“Show All Changes”** to review the latest changes made to this person.
6. **“Tools”** area Check for **“Possible Duplicates”** **“Report Abuse”** if you feel there is some **“Delete a Person.”** Be very cautious. **“Deleting a Person”** is only done if you have 2 of the same living Ancestors. If you have 2 deceased of the same Ancestors, you **“Merge”** them. (See Merging Duplicates)





# Family Tree Resource Guide

## Vital Information Section (1-3 see figure 8)

“**Vital Information**” is where you put the Name, Sex, Birth, Christening, Death, and Burial information for your Ancestor.

1. Click on “+Add”
2. Click on names to “**Edit**”
3. Click Events to “**Edit or Delete**”

*Add sources to support your changes. Provide a Reason for the changes you have made, when prompted. Use Standardized Dates and Places.*

Figure 8

## Other Information Section (see figure9)

Figure 9

“**Other Information**” area is for Nicknames, Name Changes, Addresses, Military, and many more

Click on the “+Add”


Add sources to support your changes.

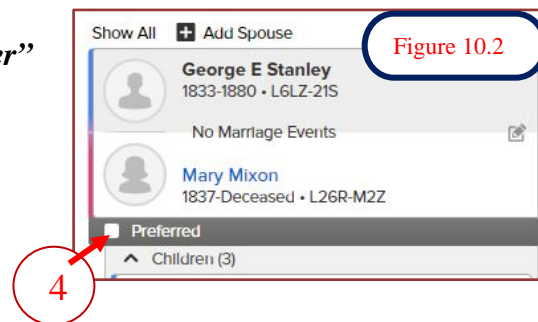
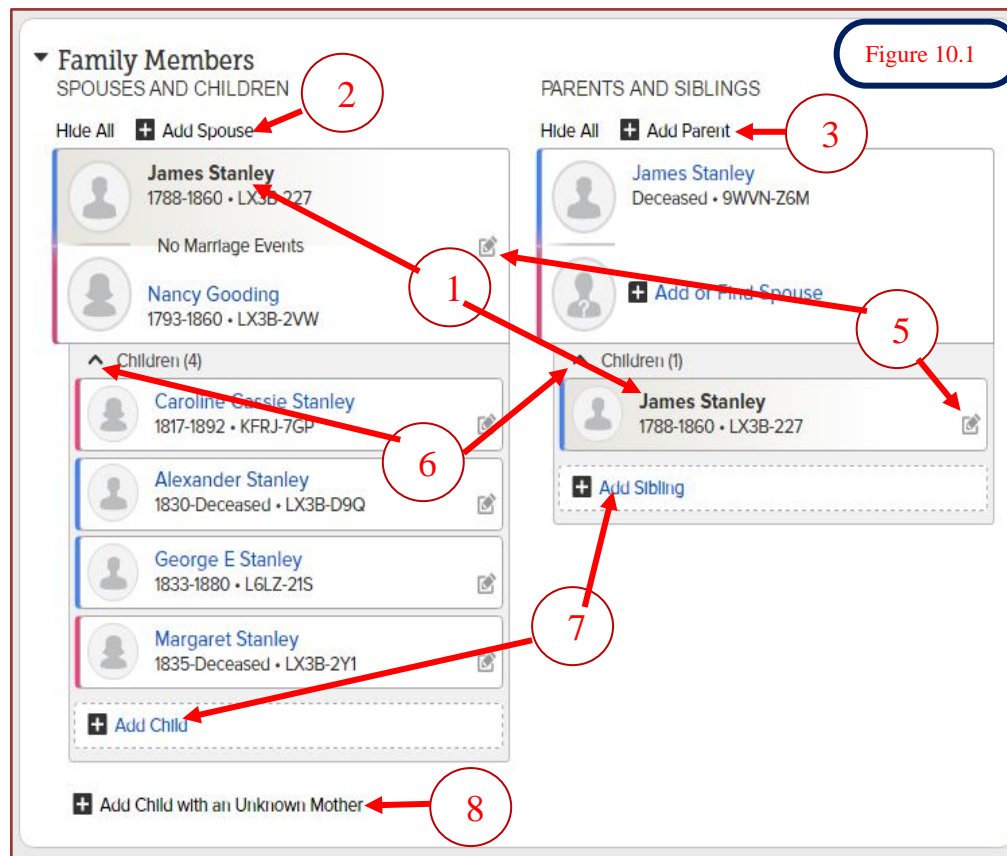
*Provide a Reason for the changes you have made, when prompted. Use Standardized Dates and Places*

# Family Tree Resource Guide

## **Family Members Section** (1-8 see figure 10.1 & 10.2)

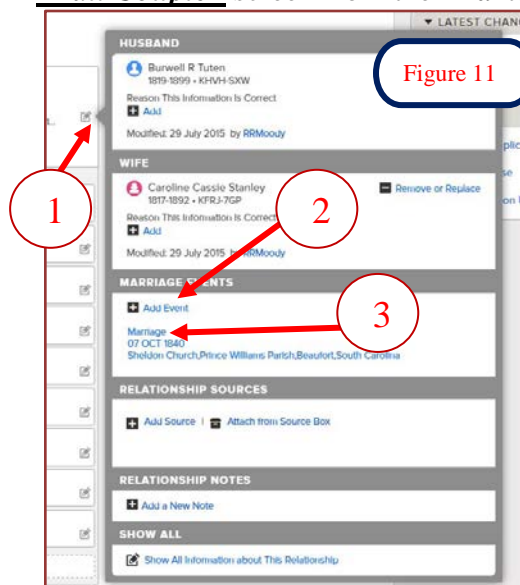
“**Family Members**” Section is a list of all the family members for this Ancestor.


1. The individual is shown in bold and a spouse on the left with children and as a child on the right with siblings and parents.
2. You can add another Spouse.
3. Use “+A Parent” to add an additional parents, i.e., Biological, Adopted, Foster, Step or Guardianship. After adding, click on the added child’s name, select “Edit Type for each parent. Read the box and check the box for Replace or remove. **Add Sources to support your changes you have made, and Add a Reason for the changes when prompted.**
4. Where there is more than one spouse, select “Preferred” to have it default in your pedigree.
5. Click the icon  on the right of the name to view edit, and add sources to a couple or child/parent relationship. (See “**Edit Couple**” and “**Edit Parent**” below) **Use Standardized Dates and Places**
6. Use the arrow to “Hide” or “Show” the children in the view.
7. Click to “Add Child” to the spouse on the left or “Add Sibling” to the parents on the right.
8. You may also “Add a Child with an Unknown Mother/Father”



# Family Tree Resource Guide

**“Edit Couple”** screen from the **“Family Member”** section of a person’s **“Detail’s Page”**. (1-3 see figure 11)



1. Click  next to the name of the couple to edit them.
2. Click **“Add an Event”** to add a marriage, Annulment, or Common-law-Relationship.
3. Click the event Marriage to edit it. *Use Standardized Dates and Places*

***Add Sources to support your changes you have made, and Add a Reason for the changes when prompted.***

***To close “Edit Couple” Box with No Changes click outside the box anywhere.***

**“Edit Parents”** of a child on the **“Family Members”** Section of a person’s **“Detail Page”** (1-4 see figure 12)

1. Click **“Remove or Replace”** to delete an incorrect relationship.
2. Click the name to **“Edit”** them. *Use Standardized Dates and Places*
3. Click **“Relationship Type”** to add or change the relationship.
4. Add sources to support your changes.

**Provide a Reason for the changes you have made, when prompted.**

***To close “Edit Couple” Box with No Changes click outside the box anywhere.***

**Other Categories in the person’s details page include:** (see figure 7)

**“Life Sketch”** – Use to highlight or summarize the person’s life events.

**“Sources”** – **“Create a New Source”** or **“Go to Source Box”** for a list of all your sources.  
(See Adding and Attaching Sources)

**“Discussions”** – Add or review discussions regarding your ancestor.

**“Notes”** – Use to add special information to share with others.

